



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 2/01/90

SECTION	SUBJECT
402	PAYROLL STATUS


1. Active Payroll Status – An employee in any of the following situations is considered to have active payroll status and is eligible for all the benefits of his/her employee status:
 - A. Working a normal schedule
 - B. Approved leave with pay
 - C. Approved leave without pay of less than one month
 - D. Suspended for a period of time anticipated to be less than one month

In order to receive holiday pay, certain requirements must be met. Refer to Section 616, Holiday Compensation, for a definition of eligibility for holiday pay.

2. Inactive Payroll Status – An employee who is still employed but who is not receiving any compensation from the City for a period of one month or longer, as in the case of an employee on an approved unpaid leave of absence, is considered to have inactive payroll status. Time on inactive payroll status does not apply to retirement credit and it may not apply to service requirements for a merit salary increase.

A change in payroll status is affected by a status change notice issued by the employee's department.

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AMENDS/SUPERSEDES SECTION <u>502</u> , 05/26/82	REFERENCES	APPROVAL: 
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